



Amerikanisches Generalkonsulat Leipzig

Wilhelm-Seyffert-Str. 4

04107 Leipzig

tel: 0341-21384-20

fax: 0341-21384-32

email: <mailto:NussC@state.gov>

<http://leipzig.usconsulate.gov/>

**American Consulate General
Internship for German Students
Application Instructions**

All applications must be submitted in English.

Due to a lengthy security process, deadlines for applications will not be extended.

Transportations can not be refunded. Minimum internship of 6 weeks, 20-40 hours per week.

If you have further questions, please email or call Ms. Chris Nuss (contact information above).

To apply, please fill out the form and mail to the following address:

Amerikanisches Generalkonsulat

z.H. Frau Chris Nuss, Personalabteilung

Wilhelm-Seyffert-Str. 4

04107 Leipzig

OR Email to: NussC@state.gov

OR Fax to: 0341-21384 32

Submission Deadlines:

May-June 2006: February 1, 2006

July-August 2006: April 1, 2006

September-October 2006: June 1, 2006

Requirements:

English language: speak, read and write

Citizenship: German (security clearances for non-German citizens would take over a year)

Minimum age: 18

Enrolled at a University

Picture (can be scanned, printed out or sent as a jpeg file)

Preferred Skills:

Computer skills: MS Word, PowerPoint, MS Outlook

Service oriented



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Application Form for Internship

Last Name: _____

First Name: _____

Street Address: _____

Zip Code and City: _____

Email: _____

Telephone: _____

Citizenship: _____

Date of Birth: _____

Preferred dates for Internship:

1) _____

2) _____

3) _____

Hours per week: _____

Year of Study: _____

Area of Study: _____

Previous visits to the US: _____

Computer Skills (1 excellent – 5 no skills)

MS Word _____ MS Outlook _____ HTML _____ PowerPoint _____

Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).